

Encouraging projects and programs that contribute to the quality of life in Wenatchee by advising the Mayor and City Council on the arts, recreation, parks, and city cultural heritage. We strive to preserve, enhance, and protect open spaces and to enrich quality of life for present and future generations.

WENATCHEE ARTS, RECREATION AND PARKS COMMISSION MEETING AGENDA

Tuesday February 20, 2018 4:00-5:00pm
Weantchee Public Services Center – Lower Level Training Room
129 South Chelan Avenue, Wenatchee, WA 98801

ROLL CALL: (At least 5 Board members must be present for a quorum)

Board Position	Name	Officer	Term Ends	Term Number
Position 1	Sara Urdahl	Chair	December 31, 2019	Term 2
Position 2	Lisa Adan		December 31, 2019	Term 1
Position 3	Raylene Dowell		December 31, 2020	Term 2
Position 4	Blake Morrell		December 31, 2020	Term 1
Position 5	Brooke Page		December 31, 2020	Term 1
Position 6	Patrick Farrar		December 31, 2018	Term 1
Position 7	Marlin Peterson		December 31, 2018	Term 1
Position 8	Dan Langager		December 31, 2018	Term 1
Position 9	Sophia Dillon		June 30, 2018	Term 1

PUBLIC COMMENT:

The "Public Comments" period is to provide the opportunity for members of the public to address the Board on items not on the agenda. The Board Chair will ask if there are any citizens wishing to address the Board. When recognized, please step up to the microphone, give your name and mailing address, and state the matter of your interest. If your interest is an agenda item, the Chair may suggest that your comments wait until that time. Citizen comments are limited to three minutes.

REGULAR AGENDA:

1.	Minutes from the January 16, 2018 meeting	Possible Action	1 minute
2.	Wenatchee Community Center Annual Report - Carlos Melendrez	Presentation	15 minutes
3.	Public Works – Park Maintenance Report	Presentation	15 Minutes
4.	Recreation Division Report	Presentation	15 minutes
5.	Election of Officers	Possible Action	10 minutes
6.	Project updates	Informational	5 minutes
7.	Grant report	Informational	2 minutes
8.	City Council items	Informational	2 minutes
9.	Commissioner Comments and Committee Reports	Informational	10 Minutes

NEXT REGULAR MEETING: Tuesday March 20, 2018 at 4:00pm at the Public Services Center

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Mayor's office at (509) 888-6204 (TTY 711). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1.)



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Minutes from the January 16, 2018 meeting
Date: January 17, 2018

ACTION REQUESTED:

Move approval of the minutes from the January 16, 2018 meeting of the Arts, Recreation and Parks Commission.

BACKGROUND:

**WENATCHEE ARTS, RECREATION AND PARKS COMMISSION
MEETING MINUTES**

Tuesday, January 16, 2018

Wenatchee City Hall, 129 South Chelan Avenue, Wenatchee, WA 98801

CALL TO ORDER: The meeting was called to order at 4:00 p.m. by Commission Chair Urdahl.

IN ATTENDANCE: Urdahl, Morrell, Dowell, Page, Farrar, Peterson, Langager, Dillon

ABSENT: Adan (ex)

PUBLIC COMMENTS: None.

REGULAR AGENDA:

1. **Minutes from the November 21, 2017 Meeting.** *Commissioner Langager moved approval of the minutes from the November 21, 2017 meeting of the Arts, Recreation and Parks Commission, seconded by Dillon. Motion carried 5-0.*
2. **Commission Vacancy.** *Commissioner Farrar moved, seconded by Langager to recommend the reappointment of Raylene Dowell to the Commission and forward the recommendation to the City Council for consideration. Motion carried 5-0.*
3. **City Council Items.** A report of the upcoming parks and recreation related items that the City Council will be considering was presented. Commissioners were invited to the work session on Thursday to hear Department annual reports.
4. **Grant Update.** An update of current grant related work was presented.

5. **Project Updates.** An update of current departmental activities was presented. Two additional items were presented – the Museum is looking for volunteers to help with a Regional Art show. A representative from the Commission is also requested to be involved with the North Wenatchee Project.
6. **Rotary Park Project Agreement.** This item was postponed as the first draft of the agreement provided to the Rotary Club last August has still not been returned.
7. **Open Public Meeting Act and Public Records Training.** The Commission received required trainings as provided by the State Attorney General.
8. **Election of Secretary.** This agenda was postponed until the February meeting to give Commissioner more time to think about the open positions.
9. **RCO Grant applications.** Information was provided about potential grant projects and the application process. Following a discussion, ***Dowell moved, Farrar seconded to recommend application to the State of Washington for the YAF, WWRP and LWCF grant programs as presented. Motion carried 7-0.***

ADJOURN: The meeting was adjourned by the Chair at 5:23 p.m.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Chelan Douglas Community Action – Community Center Annual Report
Date: January 22, 2018

ACTION REQUESTED:
Presentation

BACKGROUND:

The Wenatchee Community Center (located at 504 South Chelan Avenue) was established to unite the community by embracing cultures, families and individuals through collaboration, assistance and support. The Center has six primary areas of focus including: Family services for vulnerable populations, early childhood education, adult basic education and training, youth recreation, food bank and veteran's services.



The former St. Joes Church was acquired by the City of Wenatchee in 2003 and renovations completed in 2006. Funding for the acquisition and renovation came from the following sources: Community Development Block Grant, City of Wenatchee (Memorial Hall Insurance Settlement), State of Washington Grant, HUD Entitlement (CDBG), Gates Foundation Grant, Port of Chelan County Grant, City of Wenatchee (Sale of HUD Homes), Distressed County Funds, Community Action Council Grant, Community Center Board Fundraising. Each of the funding sources came with specific operational requirements.

The City operated the Center from the time of its opening through the end of 2013. After a year and a half long RFP process was completed a management agreement for the Center was entered into with Chelan Douglas Community Action. Additional background about the Community Center is available if desired.

SUMMARY OF THE AGREEMENT

The following are highlights of the facility management agreement:

- ✓ The agreement began on January 2, 2014 and runs through December 2020.
- ✓ The initial agreement is for six years with five year renewal options. The initial six year period is designed to respond to the Housing and Urban Development Program 5 plus 1 year requirements.
- ✓ There is a provision for the consideration of the sale or transfer of the property at the end of the agreement.

- ✓ Scope of the agreement. The agreement is designed with an eye to the original MOU for the operation of the facility with the City serving as building owner responsible for completing the items such as snow plowing and structural repairs and Community Action responsible for the day to day maintenance, operation and programming of the Center.
- ✓ Some of the City facility expenses have been historically contained outside of the Community Center fund (snow plowing etc.) and remains that way in the agreement.
- ✓ The City provides up to \$30,000 in revenues to Community Action for operations of with the goal of reducing this subsidy over time.
- ✓ One time rentals and leases migrated to Community Action from the City.
- ✓ Community Action provides all staffing. The City Community Center Supervisor position was eliminated.
- ✓ **The City will receive annual reports including a financial audit of the Center on an annual basis. These reports are made to the Arts, Recreation and Parks Commission as outlined in Wenatchee Municipal Code 1.48.050 (15):**

“To advise and make recommendations to the mayor and city council concerning the Wenatchee Community Center including reviewing and providing advisory opinions of Community Center related proposals, operations and programming and reviewing financial audits and annual reports of contractors.”

Carlos Melendrez from Chelan Douglas Community Action will attend the meeting to provide an update on Community Center operations and answer questions about the activities, programs and participation at the Wenatchee Community Center.

Agenda Item 3



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Park Maintenance and Operations Report
Date: January 31, 2018

ACTION REQUESTED:

Presentation

BACKGROUND:

The Public Works Department oversees the maintenance and operation of City parks and other city owned and operated areas. Public Works Director Matt Leonard, Public Works Operations Supervisor Aaron Kelly and Park Maintenance Supervisor Rob Richards are scheduled to attend the meeting to provide an overview of work anticipated for 2018 and answer questions of the Commission.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Recreation Report
Date: January 20, 2018

ACTION REQUESTED:
Presentation

BACKGROUND:

Recreation Supervisor Caryl Andre and Recreation Coordinator Sascha Smith are scheduled to attend the meeting to provide an overview of work completed in 2017 and upcoming programs and events in 2018.





MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Election of Secretary, Vice Chair and fill Committee vacancies
Date: December 31, 2017

ACTION REQUESTED:

Elect Vice Chair, Secretary – process outlined below

BACKGROUND:

COMMISSION OFFICERS:

Each year the Commission elects a new secretary. After the one year term is over, the secretary assumes the role of vice chair and the vice chair moves to the chair position. The Wenatchee Municipal Code describes this process and duties of each position:

“Officers, meetings, bylaws and quorum

(1) The Commission shall, elect a chairperson to serve a one-year term. At the conclusion of the term, the vice chairperson assumes the position of chairperson and the secretary assumes the position of vice chairperson. A new secretary is elected. The chairperson will preside at all meetings, preserve order and decorum, enforce the rules and regulations of the Commission, sign all letters and documents as authorized by the Commission and as prescribed by law and will otherwise perform the duties evolving upon a presiding officer.

(2) The Commission shall select a vice-chair-person to serve a one year term. In the event the chairperson is absent, the vice chairperson fills the role of the chairperson.

(3) The Commission shall also select a secretary of the Commission. In the event the chairperson and vice chairperson are both absent, the secretary will act in the chairperson capacity, representing the Commission and conducting business. The secretary is responsible for preparing, managing and distributing the minutes of the Commission meetings.

(4) In the event that the chairperson, vice chairperson and secretary are absent, an acting chairperson may be elected by a majority vote from the remaining Commission members present for the purpose of representing the Commission and conducting business.”

WHY WE ARE ELECTING A VICE CHAIR AND SECRETARY?

At the April 2017 meeting, Commissioner Adan volunteered to serve as Commission Secretary to fill the vacant position created when Commission Reiner moved out of State. In July when Commission Chair Sweem completed her term, Commissioner Koester moved up to the position of Chair from Vice Chair and Commissioner Adan moved from Secretary to Vice Chair. With these moves, the Commission was again faced with the need to elect a new Secretary. In July, Commissioner Urdahl volunteered to serve as the new Secretary. In August, Commissioner Koester moved out of state and ended his role as Chair. This meant that Commissioner Adan moved up from Vice Chair to Chair and Commissioner Urdahl from Secretary to Vice Chair resulting in the need to again elect a new Secretary. At the October 2017 meeting, the Commission postponed filling the vacancies until the November meeting. At the November meeting the item was again postponed until the January 2018 meeting. With the new year, Commissioner Urdahl moved from the Vice Chair to Chair position creating the need to elect a new Vice Chair along with secretary. This item was postponed from the January 2018 meeting.

THE PROCESS

How to appoint/elect. The nomination process is as follows:

When the Commission is ready to select a new Vice Chair, the Chair will open nominations for the position. Commissioners would then nominate a hopefully willing candidate. The nomination would read:

"I nominate _____ to serve as Vice Chair of the Arts, Recreation and Parks Commission for 2018."

The Chair would then ask if there are other nominations.

After the slate of candidates is proposed, the nominations are closed and a vote on each of the nominations takes place. In the event of a tie, the Chair casts the deciding vote.

When the Commission is ready to select a new Secretary, a similar process is followed.

COMMISSION SUB COMMITTEES:

The Commission also has a few sub-committees with specific focuses. The following is general information about each of the sub-committees. The areas marked **Vacant** are in need of volunteers to fill the positions.

Sports Foundation – Through a written agreement with the Wenatchee Valley Sports Foundation, two members of the Arts, Recreation and Parks Commission serve on the Sports Foundation Board. The Sports Foundation solicits funding to provide scholarships and support for programs and projects throughout the Wenatchee Valley. They meet monthly at Noon. The main business item of the Board is to award scholarships.

Committee members are: Position 1: **Vacant** Position 2: **Vacant**

Arbor Day Committee – One member of the Commission serves as a liaison with the Greater Wenatchee Arbor Day Committee. The Committee organizes and conducts Arbor Day events throughout the Wenatchee Valley and beyond including tree distribution events. The Arbor Day committee generally meets monthly from January through April.

Committee members are: Position 1: Urdahl

Parks Facilities Committee – Three members of the Commission may serve on the Facilities Committee. The Committee reviews park development and acquisition projects as well as operational items as needed by department staff. The Committee generally meets quarterly at 7:00am. Meetings typically last about one hour.

Commissioner Farrar has volunteered to serve on this committee.

Committee members are: Position 1: Dowell Position 2: Vacant Position 3: Vacant

Arts Committee - Three members of the Commission may serve on the Arts Committee. The Committee reviews art programmatic, acquisition and maintenance items. The Committee generally meets quarterly or as needed depending upon projects or programs.

Commissioner Farrar has volunteered to serve on this committee.

Committee members are: Position 1: Vacant Position 2: Urdahl Position 3: Peterson

Agenda Item 6



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Project Updates
Date: January 31, 2018

ACTION REQUESTED:
Informational.

BACKGROUND:

The following is a list of current departmental activities. An update of each will be provided at the meeting as time allows.

ARTS

- Bank Mural – Public Works relocated to City storage

PARKS

- Agreements – Row and Paddle Club/PUD, PUD Homewater, Rotary Club, Gunderson/Day Drive.
- Lincoln Park Project – Shelter installation - PW, Rotary, Lions, Fiestas, Evergreen meetings, Soccer goals, grants
- Kiwanis Methow Park – Awaiting WWRP grant contract, TPL will attend 4/19 Council meeting for update, grants
- Hale Park Phase Two – Awaiting WWRP and LWCF grant contracts, Ready for RFP's
- Okanogan Park Site – Master plan process, Lions and Rotary, both really like one concept
- Mission/Stevens Landscaping – PW implementing
- Kinsey's Landing – Grants, project refinement
- Memorial Park
- Picnic Tables – Pioneer and Washington Parks – Tables ordered, met with Public Works about installation
- Pool Locker Rooms – Wall painting and floor sealing underway. Old partitions removed and new ordered.
- Tree Removal and Planting – Met with Public Works – Washington, Pioneer, Memorial and Pennsylvania
- Saddle Rock Remediation – Funding in the State supplemental budget

RECREATION

- Special Olympics Snowboarding, Alpine and Nordic Skiing, Figure Skating, Speed Skating, Basketball - ongoing
- Special Needs Social Program – 2/12 – Valentines Dance, 2/16 Wild Game, 3/12 Donkey Basketball
- Indoor Playground – M-Th 9:00-12:00pm at Pybus through Feb 22 then at Community Center in March
- Women's Volleyball League – 2/6-4/24
- Women's Drop In Volleyball – Wednesday evening through March at Pioneer.
- Polar Plunge – 2/10
- Snow Shoe Hikes – 1/27 and 2/3
- Special Olympics State Winter Games – 3/2-3/4
- Spring/Summer Recreation Guide – Coming Soon

ADMINISTRATIVE

- Vehicle Purchase
- Federal Building



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Grant Update
Date: January 24, 2018

ACTION REQUESTED:
Informational.

BACKGROUND:

The following is an update of current grant related work. **New information is highlighted in ORANGE.**

RCO = State of Washington Recreation Conservation Office

YAF = Youth Athletic Facility Account

WWRP = Washington Wildlife and Recreation Program

LWCF = Land and Water Conservation Fund

Chelan Douglas Developmental Disabilities Grants

The \$16,448.75 grant application was successful. It provides funding support of the Special Needs Social Program and Special Olympics. The grant runs June 2017 to June 2018.

Kiwanis-Methow Park Revitalization RCO WWRP Local Parks Grant

The \$500,000 grant would complete projects to enhance Kiwanis Methow Park. We are waiting for grant contracts to be issued by the State. Construction would occur in 2019.

Kiwanis-Methow Park Renovation RCO LWCF Grant

The \$500,000 grant application is a companion to the WWRP grant for the park. We received the grant contract. **It has been reviewed by the City Attorney and City Council Finance Committee and is scheduled for City Council consideration on February 22, 2018. If accepted by the City, we will be requesting a project extension due to a typo in the grant agreement that was provided by the Federal Government.** Construction would occur in 2019.

Hale Park Phase Two Construction RCO WWRP Local Parks Grant

The \$500,000 grant will add restrooms, skate park, play area and picnic shelter in Hale Park. We are waiting for grant contracts to be issued by the State. Final engineering in 2018, construction would occur in 2019.

Hale Park Phase Two Development LWCF Grant

The \$414,500 grant would add restrooms, skate park, play area and picnic shelter in Hale Park. We are waiting for grant contracts to be issued by the State. Final engineering in 2018, construction would occur in 2019.

Kiwanis-Methow Park RCO Youth Athletic Facilities Grant

The \$220,000 renovation grant application would convert the grass multi use field to a field turf surface. The application process will continue through the fall. If successful, construction would occur in 2020.

Lincoln Park RCO Youth Athletic Facilities Grant

The \$250,000 grant application would renovate the soccer field surface and add two youth fields and fencing in Lincoln Park. The application process will continue through the fall. If successful, construction would occur in 2020.

Lincoln Park Improvement RCO WWRP Local Parks Grant

The \$500,000 grant application will replace restrooms, stage, play area, add a water play area, second shelter, trees and upgrade utilities and parking in Lincoln Park. Depending upon bids and budget, a second picnic shelter and lighting and walkway upgrades would also be implemented. The application process will continue through the fall. If successful, construction would occur in 2020.

Lincoln Park Improvement RCO LWCF Grant

The \$500,000 grant application will replace restrooms, stage, play area, add a water play area, second shelter, trees and upgrade utilities and parking in Lincoln Park. Depending upon bids and budget, a second picnic shelter and lighting and walkway upgrades would also be implemented. The application process will continue through the fall. If successful, construction would occur in 2020.

Kinsey's Landing RCO WWRP Local Parks Grant

The \$1,000,000 acquisition/development grant application would acquire approximately 60 acres, construct an access road, improve fire protection and construct trailhead in the northwest foothills. The application process will continue through the fall. If successful, acquisition would occur in 2020 with construction in 2021.

Department of Ecology Remedial Action Grant

The application that was originally submitted in 2013 and updated in 2015 and 2017 for Saddle Rock has new life as funds have been included in the State supplemental budget. Staff and the Land Trust have been working with Senator Hawkins in an effort to get the \$1,200,000 project funded. The grant would provide for the improvement of the main trail, drainage improvements and extensive habitat restoration. If everything falls into place, final engineering could occur in 2018 with construction in 2019 or 2020.



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: City Council Items
Date: January 17, 2018

ACTION REQUESTED:
Informational.

BACKGROUND:

The following is a report of parks, arts and recreation related items that the City Council has, or will be considering in the near future. The schedule is tentative and is subject to change.

January 18, 2018 City Council Work Session

- ✓ Department Director Annual Work Plan Report to Council

January 25, 2018 Regular City Council Meeting

- ✓ Re-appointment of Commissioner Dowell - **Approved**

February 15, 2018 City Council Work Session

- ✓ Lincoln Park Project
- ✓ Security camera discussion

February 22, 2018 Regular City Council Meeting

- ✓ LWCF Grant Agreement Acceptance – Kiwanis Methow Park
- ✓ RCO grant application authorizing resolutions
- ✓ Rotary Club Project Agreement

March 8, 2018 Regular City Council Meeting

- ✓ WWRP Grant Agreement Acceptance – Kiwanis Methow Park*
- ✓ WWRP Grant Agreement Acceptance – Hale Park Phase Two*
- ✓ LWCF Grant Agreement Acceptance – Hale Park Phase Two*

March 15, 2018 City Council Work Session

- ✓ Commission Chair Annual Report to Council

* tentative



MEMO

Parks, Recreation and Cultural Services Department

To: Arts, Recreation and Parks Commission
From: Dave Erickson, Parks, Recreation and Cultural Services Director
Re: Commissioner Roundtable and Committee Reports
Date: January 21, 2018

ACTION REQUESTED:
Information only.

BACKGROUND:

This is a placeholder item that was added to the agenda to provide opportunity for regular reports from Commission sub-committees and also individual Commission members.

- City Property/Facility Committee – Dowell, Vacant, Vacant - No activity.
- Sports Foundation – Vacant and Vacant
- Arbor Day Committee – Urdahl
- Arts and Culture Committee – Urdahl, Peterson, Vacant
Anticipating two Community Art Support Grant applications to be received soon.
- North Wenatchee Planning Sub Committee – Farrar, Peterson
Work will get underway in a month or two according to Public Works.